

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel (Only check for on-site inspection services)	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide (3) paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by April 13, 2006 at 12:00 pm. Fax and electronic copies are not acceptable.

In addition, provide one **stapled** copy to:

Regular Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is

assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Michigan Department of Transportation
SCOPE OF SERVICES
For
Construction Inspection and Testing

Control Section: 63022
Job Number: 83707A

Project Location: I-96 from the west Oakland County Line to Novi Road, Oakland County

Type of Work: HMA cold milling and resurfacing, joint and crack repair, and concrete pavement repair

Anticipated Start Date of the Project: June 1, 2006

Anticipated Completion Date of the Project: August 21, 2006

Estimated Cost of the Project: \$2,518,000

Primary Prequalification Classification:

Bituminous Pavement Inspection

Secondary Prequalification Classification:

Portland Cement Concrete Inspection & Testing

DBE Requirement: 0%

MDOT Resident Engineer / Project Manager:

Gerard Pawloski, Resident Engineer
Oakland Transportation Service Center
2300 Dixie Highway, Suite 300
Waterford, MI 48238
Phone: 248-451-2428
Fax: 248-451-0050
Email: PawloskiG@michigan.gov

GENERAL:

- A. This Scope of Services consists of performing to the satisfaction of the Department those Inspection Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Vendor shall furnish all services and labor necessary to conduct and complete the Inspection services described herein. The Vendor shall also furnish materials, equipment, supplies, and incidentals necessary to perform the services (other than those designate in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.
- C. The Vendor's principal contact with the Department shall be through the designated Project Manager.
- D. The Services described herein are financed with public funds. The Vendor shall comply with applicable Federal and State laws, rules and regulations. The Vendor shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- E. At the request of the Department, the Vendor, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Vendor upon which to proceed with further Services.
- F. The Vendor agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project-specific construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- G. The Vendor shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Vendor's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

GENERAL DESCRIPTION OF INSPECTION SERVICES

The Vendor will provide, to the satisfaction of the Department, services as mentioned above, in the areas of HMA Construction Inspection and Testing Services, Portland Concrete Cement Construction Inspection, Traffic Control Inspection, and other services as needed. Reporting, measurement, computation, and documentation requirements directed by the Project Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures

manuals and associated with this Construction Inspection, Testing, and Surveying work is also included.

VENDOR RESPONSIBILITIES:

- A.** The Vendor will provide two experienced inspectors to perform inspection services under the direction of the Project Manager. Inspection services may be needed for hot mix asphalt construction, concrete pavement repairs, traffic control inspection, and other road construction operations. The estimated work schedule will be approximately 50 hours per week per each inspector (overtime may be necessary) and will be mostly night time work, Monday through Sunday. The two inspectors assigned to this project will report, and be directly responsible to the MDOT Senior Technician in charge of this construction project. The work hours and assignments for the vendor inspection personnel will be determined by the MDOT Senior Technician
- B.** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals. The Inspector (s) assigned to this Project with shall be technically qualified and experienced to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor. An MDEQ certified NPDES Stormwater Operator shall be assigned to inspect and document the project per the NPDES requirements.
- C.** The Vendor will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge and character to qualify them for the particular duties each is to perform.
- D.** The Vendor shall furnish necessary inspection equipment needed to carry out the inspection services. The Vendor shall furnish inspector (s) with computer equipment necessary to run the most current FieldBook software.
- E.** The Vendor shall furnish necessary inspection services to assure contract compliance with Traffic Control and other miscellaneous contract work described as a pay item.
- F.** The inspectors shall have cellular phones, but the phones can not be charged as a direct expense to the project.
- G.** The inspectors shall provide lap top computers (or equivalent) with Field Manager and/or FieldBook software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Manager's field office daily.
- H.** The Vendor will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Vendor. The Vendor will also arrange, if necessary, meetings for the resolution of such matters and notify the Project Manager.

- I.** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
1. Inspector's Daily Reports
 2. NPDES Stormwater Operator Reports
 3. Moisture and Density Determination Reports (Form 582BM)
 4. Inspector's Report of Concrete Placed (Form 1174A-M)
 5. Monthly Report on Material Inspection
 6. Bi-Weekly Construction Progress Report
 7. Force Accounts
 8. Contractor Evaluation (Form 1182)
 9. Final Quantity Sheets
 10. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time.
 11. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.
- J.** Finaling Project Documentation: the Vendor shall final field measure applicable items of work and prepares final summaries for applicable items of work.
- K.** The Vendor will report, measure, compute and document inspection and/or testing work in accordance with the Specifications, Plans, Proposal, MDOT Materials Sampling Guide and other applicable references, guidelines and procedures manuals prescribed by the Department.
- L.** Submit materials test reports (including, but not limited to Moisture and Density 582B; Inspector's Report of Concrete Placed 1174A; Aggregated Inspection Reports 1900 & 1901; Bituminous QA reports and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the vendor in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology unit, 8885 Ricks Road, Lansing Michigan 48909 will be measured by that unit and reflected on the vendor's evaluation.
- M.** Keep daily diaries, sketches, logs and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- P.** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.

- Q.** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Vendor or the Project manager.
- R.** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Vendor in the performance of the Agreement, upon completion or termination of the Agreement, Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms and any other documents and materials furnished by the Department. The Vendor may be responsible for replacing lost documents or materials at a fair and reasonable price.

MDOT RESPONSIBILITIES:

- A.** The Project Engineer Manager shall furnish to the Vendor Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.
- B.** The Project Engineer Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Vendor for Services rendered is reasonable and appropriate before approving the Vendor's requests for progress payments.
- C.** The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Vendor inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

VENDOR PAYMENT:

Payment to the Vendor for Services rendered shall not exceed the "Cost plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor.

Invoices must be submitted within 14 calendar days of the close of the invoice period.

The hours billed for the vendor will not begin until the Vendor reports to the project site, the TSC or any other assigned locations. Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

The fixed fee allowed for this project is 11.0%